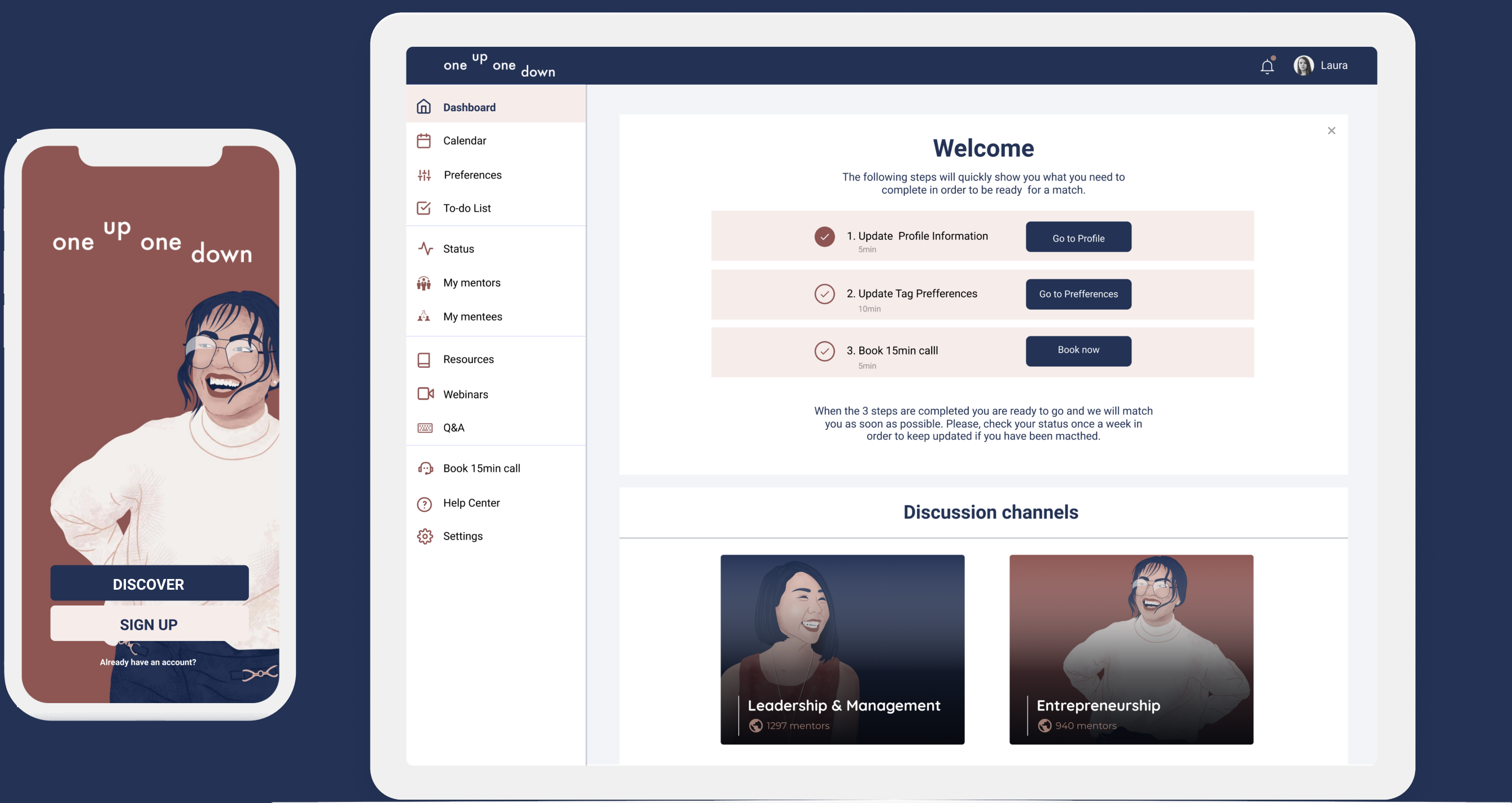


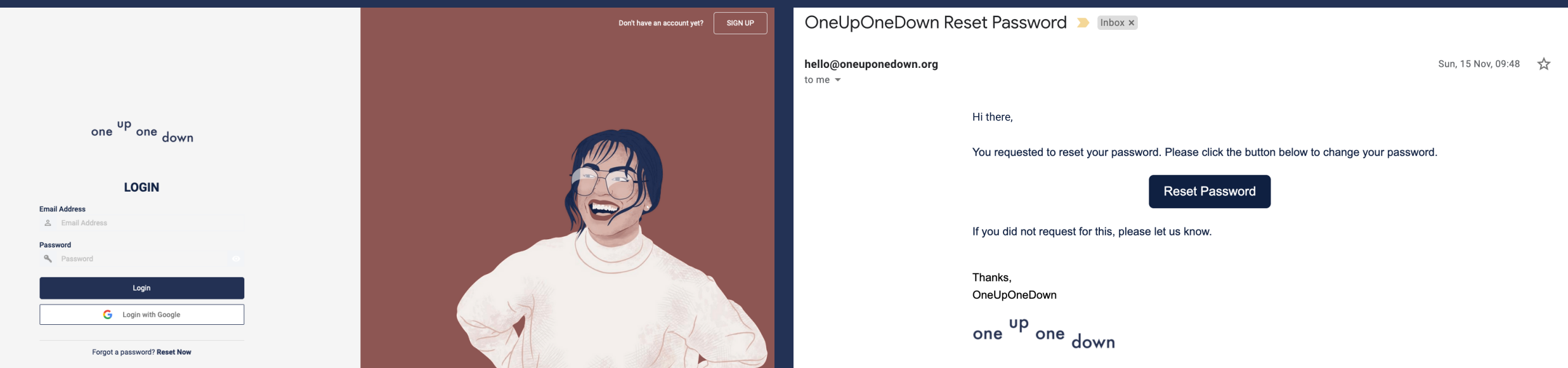
New Application guide

A guide for mentors and mentees showing the steps in order to get matched within the application.



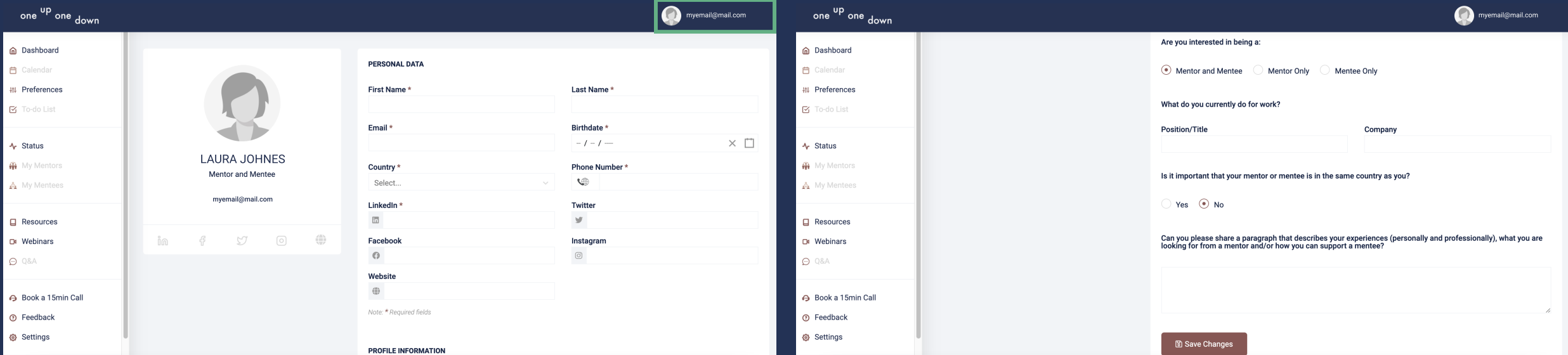
STEP 1: Create your own password

If you have already signed up to OneUpOneDown, we have created an account for you with the information you provided when you first signed up. You will need to reset your password to access this account. You can do this by clicking the 'Reset Now' button on the login page. You will immediately be sent an email with a link to reset your password. If you do not receive this email, please check your spam folder then email. Email hello@oneuponedown.org if you still cannot find it.



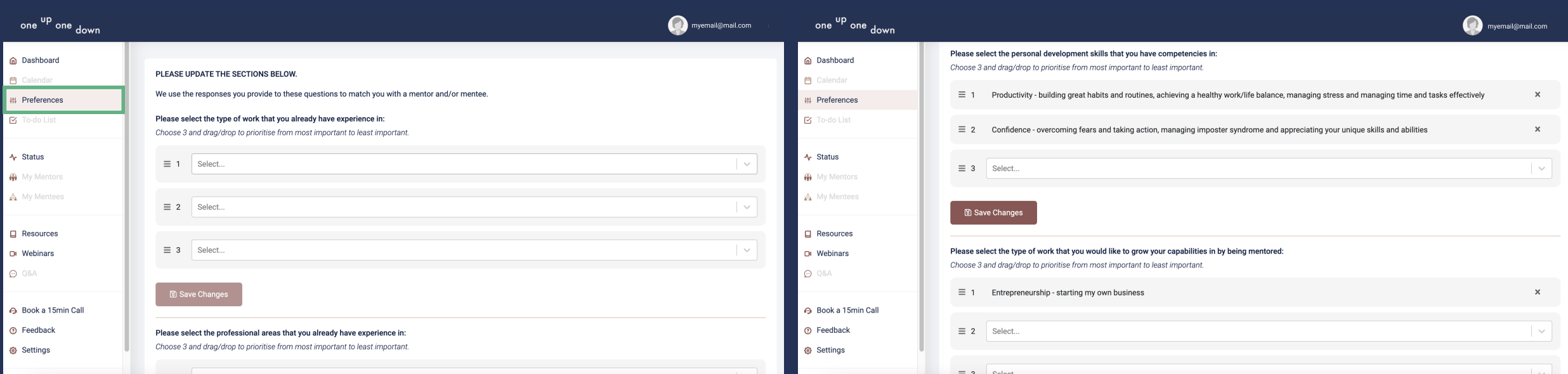
STEP 2: Update your profile information

The data that you provided when you first signed up to OneUpOneDown has been added to your profile. Please review this information to make sure it's up-to-date and fill in any gaps. Don't forget to add a profile picture!



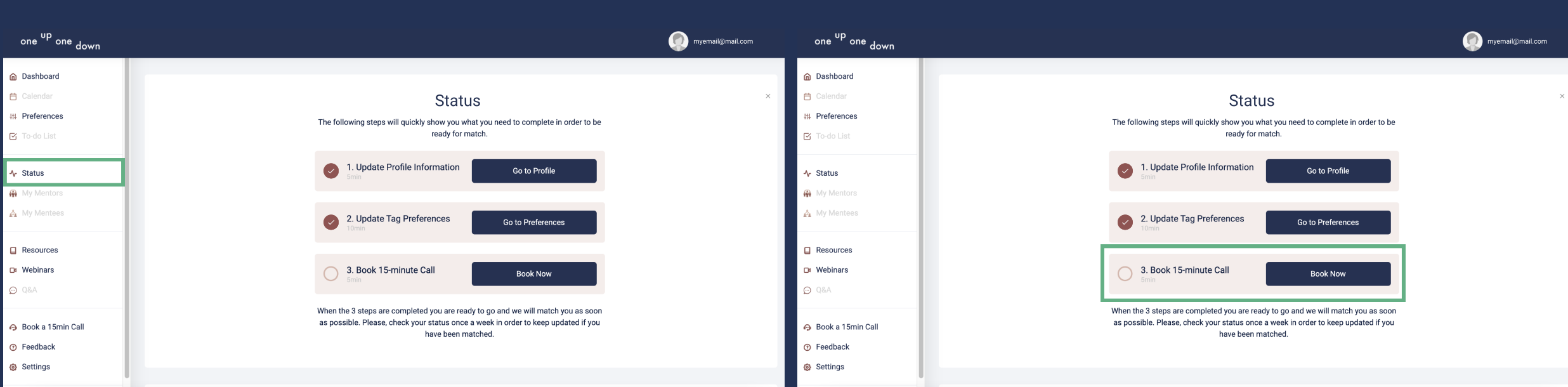
STEP 3: Update Your Preferences

The tags preference that you select when you first signed up will be showing. Please update these so they are most relevant to you now. You can drag and drop the tags to prioritise them based on what is most important for your next mentor match.



STEP 4: Check your status

The first two steps should now be complete. If you have already completed a 15min call, don't worry about this step as we will confirm it for you. If you have not booked in a call click the 'book now' button and select a time that works for you.



What comes next?

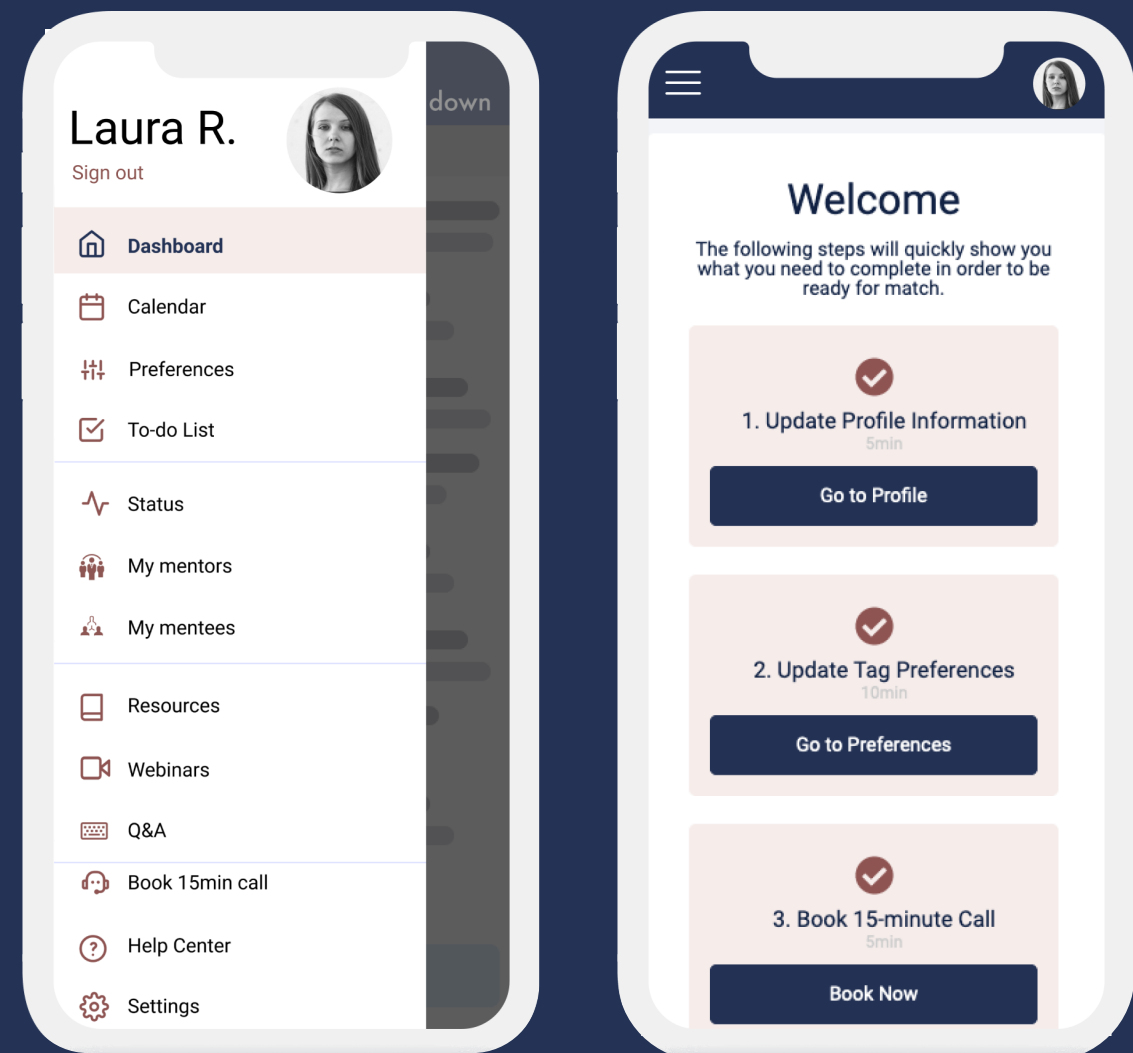
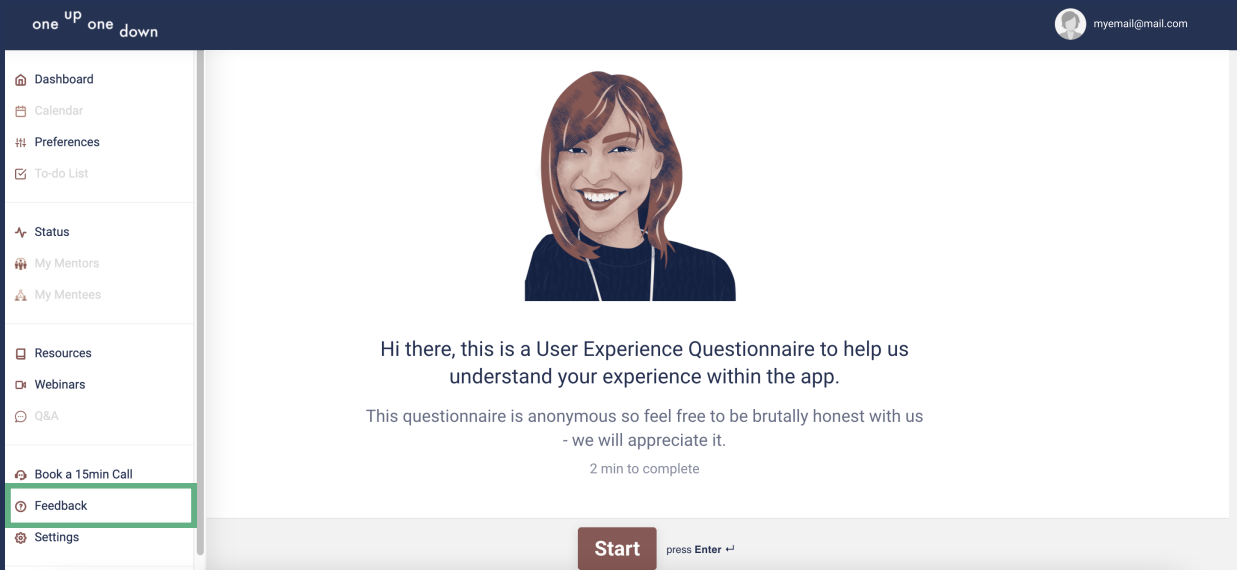
We'll let you know when we have a match for you via email.

Upcoming Features:

- Showing your current and past mentors and mentees
- Timeline, Calendar and To-do list to help you keep track of your progress
- In-app mentor and mentee introduction and approval

Feedback:

Please let us know what you think! What works well, what doesn't work well as what features would you love to see? Give us your feedback by going to the feedback section in the app on the left hand side menu and filling out the form.



Stay in touch everywhere

You can add OneUpOneDown to your Home screen on your phone and have an easy access to your dashboard.

- **iPhone:** Launch Safari browser and open the link: www.app.oneuponedown.org. Tap the Share button and then tap "Add to HomeScreen".
- **Android:** Launch Chrome browser and open the link: www.app.oneuponedown.org. Tap the Menu button and then tap "Add to HomeScreen".

www.app.oneuponedown.org